

CHAPTER 7 — MONTHLY RETIREMENT REMITTANCE REPORT

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700 Report Period, Reporting Frequency and Due Dates

Report Period Covered - A 12-month supply of *WRS Monthly Retirement Remittance Reports* is mailed to employers at the beginning of February for the ensuing calendar year.

Reporting Frequency - A *WRS Monthly Retirement Remittance Report* (ET-1515) must be submitted for each month of the calendar year even when there are no earnings to report.

If it is necessary to correct earnings/contributions on a previous *WRS Monthly Remittance Report* within the current calendar year, simply add or subtract these earnings/contributions on the next month's remittance report. If you realize you have made a mistake on your December Monthly Remittance Report, call (608) 266-2737 for further instructions on correcting the December report.

Report Due Dates — All monthly remittance reports and remittances are to be transmitted to ETF or its specified agent within the time limit fixed by ETF. (Wis. Stat. § 40.06 (1) (a)) See the following chart for due dates.

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All reports and remittances are to be deposited on or before the deadline filing dates as specified by Administrative Rule ETF 10.63 and as indicated by the following schedule:

REPORT FOR THE MONTH OF:	DEADLINE FILING DATE	DEADLINE FILING DATE
	* (Local Entities Only)	** (State Depts Only)
January	February 28 or 29	February 20
February	March 31	March 20
March	April 30	April 20
April	May 31	May 20
May	June 30	June 20
June	July 31	July 20
July	August 31	August 20
August	September 30	September 20
September	October 31	October 20
October	November 30	November 20
November	December 31	December 20
December	January 31	January 20

* If this date falls on Saturday, Sunday or a holiday when state offices are closed, the report is due on the last working day of the month. Bank holidays are not recognized.

** If this date falls on Saturday, Sunday or a holiday when state offices are closed, the report is due the following workday.

State departments that employ teachers may report teacher earnings on the 20th with other employees or by the deadline for local entities while continuing to report all other employees' earnings on the 20th of each month. ETF will furnish extra report forms for the separate reporting of teacher earnings and contributions for those state departments upon request.

MONTHLY RETIREMENT REMITTANCE REPORT

Wisconsin Retirement System
Department of Employee Trust Funds
Drawer 901
Milwaukee, WI 53293-0901

Send Report and Remittance to:

<div style="border: 1px solid black; padding: 5px; text-align: center;"> Send Report and Remittance to: </div>	Employer Name	<div style="border: 1px solid black; padding: 5px; text-align: center;"> A </div>	Department of Employee Trust Funds Drawer 901 Milwaukee, WI 53293-0901		<div style="border: 1px solid black; padding: 5px;"> Employer Identification Number 69-036 </div>	<div style="border: 1px solid black; padding: 5px;"> B </div>
			Due Date		<div style="border: 1px solid black; padding: 5px;"> C </div>	
			Reporting Month		<div style="border: 1px solid black; padding: 5px;"> D </div>	

INSTRUCTIONS

**Refer to Section 6 of your WRS
Employer Manual for detailed
Instructions in completing this form.**

If you have included an amount on line 3 below, you must fill in the detail in the space provided.

**Direct reporting questions to
(608) 266-2737.**

Send original of this report with remittance and supporting documentation to the address above. Retain copy for your records.

EMPLOYMENT CATEGORY TITLE (CODE)	EMPLOYEE EARNINGS		TOTAL RATE	TOTAL CONTRIBUTIONS	
	DOLLARS	CENTS		DOLLARS	CENTS
	E		F	G	
TOTAL EARNINGS	H	(Optional) Sub-total of Contribution Lines	I		
Prepared By _____ Telephone Area Code / Number _____	1. Over- or Underpayment and/or Interest Due for Late Reporting		+ -	J	
	2. Additional Contributions			K	
	3. Total Invoice Items		+ -	N	
	4. Other Payments			O	
	5. GRAND TOTAL OF ALL LINES ABOVE Total Remittance Payable to WISCONSIN RETIREMENT SYSTEM			P	

Prepared By	<div style="border: 1px solid black; padding: 5px; display: inline-block;">a</div>
Telephone Area Code / Number	

INVOICE DETAIL

INVOICE DETAIL		
Invoice Number	Total Amount	Invoice Number
L	M	
GRAND TOTAL OF INVOICED ITEMS		
(Enter on Line 3)		N

702 Completion of WRS Monthly Retirement Remittance Reports

The letters in the following headings correspond to the letters on the sample shown in Subchapter 701.

A. EMPLOYER NAME

The employer name is preprinted by ETF and is not always the full legal title of the employer. We use this abbreviated name for our control and it should remain as we print it. Changes to your legal name can be made as provided in Subchapter 103.

B. EMPLOYER IDENTIFICATION NUMBER (EIN)

This Employer Identification Number, preprinted by ETF, is your Social Security Employer Identifying Number assigned by the Social Security Administration. It should be used on all correspondence and forms sent to ETF.

C. DUE DATE

The due date is preprinted by ETF. The monthly report and remittance are due at the ETF office (by state departments that pay by intra-governmental payment voucher) or at the state bank (by local entities and state departments that pay by check) on or before the due date indicated on the report. We recommend that you mail your report and remittance at least **five** days before the due date. An interest charge is assessed on reports and remittances received after the due date. See Subchapter 705 for information on late reporting interest charges and Subchapter 700 for due dates.

D. REPORTING MONTH

The month to be reported on the form is preprinted by ETF. Be sure that the information on the report corresponds with the preprinted reporting month.

E. EMPLOYEE EARNINGS

This should be the total reportable earnings **paid** (dollars and cents) during the designated reporting period for each employment category. To determine earnings reportable to the WRS, see Chapter 4.

1. Earnings reported for the indicated Reporting Month are **paid** during that month, based upon actual pay date (on check) regardless of when earned.

NOTE: Recheck the dollar figures for each employment category after you enter them. *Accuracy is essential; if earnings are incorrect the remainder of your report is likely to be incorrect.*

2. Employers on a biweekly pay plan will have to include three pay periods during certain months of the year.
3. If there are no earnings to report for the Reporting Month, enter "No Earnings" in the "Total Earnings" block and place "0" in block 5 and submit it by the designated due date.

F. TOTAL RATE

This preprinted rate is the total contribution rate, which is applied against the earnings reported. This determines the amount of contributions for each employment category due the retirement system. Contribution rates are fully explained in Chapter 6. The following factors make up the total rate:

- Employee (participant) required contribution
- Employer contribution - Current Service
- Employer contribution – Unfunded Accrued Actuarial liability
- Employer contribution - Duty Disability (relates only to protective service as defined in statute 40.65)
- Employer contribution - Sick Leave Conversion Credits (beginning July 1, 1985 for state agencies only)

G. TOTAL CONTRIBUTIONS

Calculate this amount (dollars and cents) for each employment category by multiplying the earnings in the category by the preprinted Total Rate for that category.

H. TOTAL EARNINGS

Determine this amount by adding the earnings for each category and enter the total. Total earnings must be entered even when there is only one category. If reporting no earnings, insert zero in the total earnings block. This amount is essential for the proper processing of your report and is used as a control mechanism on the report.

I. OPTIONAL SUBTOTAL OF CONTRIBUTION LINES

Completion of this area is optional. It can be used to indicate the subtotal of the contributions reported by individual category.

J. OVER/UNDERPAYMENT AND/OR INTEREST DUE FOR LATE REPORTING (Line 1)

1. Over/Underpayment — Insert an amount on this line only when you receive an Over/Under Notice from ETF. Check the appropriate block, (-) box for overpayment and (+) box for underpayment, and be sure to subtract or add the appropriate amount when determining the amount of the remittance due.

If you receive an Over/Under Notice which resulted because the earnings were improperly reported on a *WRS Monthly Remittance Report*, correct earnings by category on page 2 of the Over/Under Notice and return the corrections directly to ETF (not the state bank) as soon as possible. This correction of earnings should result in an offset for the over/underpayment.

The over/underpayment notice contains reporting instructions.

2. Interest Due For Late Reporting — A late reporting interest charge is assessed by ETF if the *WRS Monthly Remittance Report* and remittance are received after the

designated due date. An interest charge payment should be included on this report ONLY if you have received an Over/Under Notice from our office. Enter the total amount of interest being paid (see Subchapter 705).

3. Over/Underpayment and Interest Due for Late Reporting — If an over/underpayment situation exists along with interest due for late reporting, enter the total over/underpayment and interest due on Line 1.

ONLY ONE TOTAL AMOUNT SHOULD BE ENTERED ON THIS LINE.
(Attach a copy of the over/underpayment and interest due notice to the back of form ET-1515.)

K. ADDITIONAL CONTRIBUTIONS (Line 2)

Enter the total amount (dollars and cents) of any additional contributions made for:

- Employee-Paid Additional Contributions
- Employer-Paid Additional Contributions
- Tax-Deferred Additional Contributions

Participant detail for the above additional contributions should be reported on the Additional Contributions Report (ET-2535) (see Chapter 11).

L,M,N. INVOICE DETAIL SECTION

1. Always complete the Invoice Detail Section of ET-1515 when you receive an *Employer Invoice Detail Report(s)* (ET-1526) from ETF. An Employer Invoice contains a number, total charge, and due date. (See Subchapter 1002 for additional information on employer invoices.)
2. The complete invoice number - all seven digits (for example, 0001234) must be written on the ET-1515 in the invoice detail block.
3. More than one invoice can be reported on form ET-1515. The grand total of all the invoices received must be entered in the GRAND TOTAL OF INVOICED ITEMS (Total Amount) space.

N. TOTAL INVOICE ITEMS (Line 3)

1. The amount entered in the GRAND TOTAL OF INVOICED ITEMS space of ET-1515 must be inserted on Line 3, TOTAL INVOICE ITEMS. (Both totals must be equal.)
2. If you have not received an *Employer Invoice Detail Report*, you do not have an amount to enter here.

O. OTHER PAYMENTS (Line 4)

Use this line for items not handled on line 3. Please call (608) 266-2737 for approval and instructions before making any of these or other payments. These payments are not invoiced items and could include:

1. Unfunded Accrued Actuarial Liability Payments
2. Early Retirement Payments
3. Separation Benefit Repayments (payroll deduction from employee - not an invoiced item)
4. Late Reported Contributions (see Chapter 10, Prior Year Adjustments)

Enter the total amount (dollars and cents) being paid and be sure to attach the appropriate supporting documentation to the remittance report.

NOTE: For any other types of payment not indicated above, call (608) 266-2737 first and seek approval.

P. GRAND TOTAL OF ALL LINES ABOVE (Total Remittance Payable to WISCONSIN RETIREMENT SYSTEM) (Line 5)

This is the total amount due for current contributions plus/minus the amounts on lines 1 through 4 as determined by the amounts indicated in the TOTAL CONTRIBUTIONS column.

NOTE: If you are deducting an amount on Line 1 and/or Line 3, be sure to check the (-) box and subtract it from the other amounts. If you wish to use the bank wire transfer method of payment, refer to Subchapter 704.

Q. PREPARED BY/TELEPHONE NUMBER

This contains the name and telephone number, including area code, of the individual who prepared the report so that he or she can be contacted if any questions arise when the report is processed.

703 Mailing of WRS Monthly Retirement Remittance Reports

- A. Use mailing labels provided by ETF to submit (except state departments who pay by intra-governmental payment voucher and employers using bank wire transfer method of payment):

- Original *WRS Monthly Retirement & Remittance Report*
- Remittance
- Any documentation for “Other Payments” amounts

- B. Apply correct postage.

Mail report and remittance as early as possible before the due date to allow for delays in the postal system.

**STATE DEPARTMENTS WHO PAY BY
INTRA-GOVERNMENTAL PAYMENT
VOUCHER:**

Send original report and remittance to:

Department of Employee Trust Funds
P.O. Box 7931
Madison WI 53707-7931

Or hand deliver to:

801 W. Badger Road
Madison, WI 53702

**EMPLOYERS USING BANK WIRE
TRANSFER:**

See Subchapter 704.

ALL OTHER EMPLOYERS:

Send original report and remittance to the ETF depository address using the mailing labels supplied. **DO NOT** send checks to our Madison address.

704 Remitting by Bank Wire Transfer

Employers using the bank wire transfer method of payment must use this procedure:

- A. Contact ETF at (608) 266-2737 prior to initiating this method of payment. At that time, a letter explaining this method of payment will be sent to you along with an annual supply of mailing labels to be used for mailing *the WRS Monthly Retirement Remittance Report(s)*, (ET-1515) to the Madison office.
- B. After completing your *WRS Monthly Retirement Remittance Report* (ET-1515), indicate to the left of the TOTAL REMITTANCE PAYABLE block the date your payment will be wire transferred. Example: Bank Wire Transfer July 29, 1998.
- C. Mail your Remittance Report to the Wisconsin Retirement System, P. O. Box 7931, Madison, Wisconsin 53707-7931, as soon as it is completed, but at least five days before the due date so the report is received by the time the money is transferred.

NOTE: ETF will furnish an annual supply of preprinted labels with our Madison address.

- D. Instruct your bank as follows:

On the date the money is to be transferred, contact the Wire Transfer Department of the Firststar Bank Milwaukee, N.A., before 10:00 a.m., giving them the following information:

- 1. The employer name and the last seven digits of your employer number (e.g., 9999-000).
- 2. The amount of money to be transferred.

3. Monies are for the:

BNF = State of Wisconsin
Lock Box, Drawer 901
Department of Employee Trust Funds
Wisconsin Retirement System

Bank wire transfer of remittances which are not directed to the attention of the Bank Lock Box Department may be delayed.

705 Late Reporting Interest Due Charge

Wis. Admin. Code § ETF 10.64, specifies that an interest charge will be assessed on all reports and remittances NOT RECEIVED by the due date for the report period specified. The date used to determine whether a report is late is the date received at ETF or the state bank, not the date of postmark. When reports and remittances are received after the due date, a WRS Over/Underpayment and/or an *Interest Due Notice* (ET-1517) is sent to the employer.

- A. Wis. Stat. § 40.06 (3), specifies the .04% late interest rate is based on the calculated contributions and the number of days it took to receive the remittance after it was due. In other words, the late interest is determined by taking the calculated contributions for the month and multiplying it by .04% times the number of days the report is late.
- B. The minimum interest charge is \$3.00.
- C. A late reporting interest charge cannot be waived according to Wis. Stat. § 40.06 (3).
- D. Interest amounts that are not paid will be collected from state shared taxes as provided in Wis. Stat. § 40.06 (4).

706 Annual Reconciliation

At the end of the calendar year the earnings (by employment category) and additional contributions reported on the twelve *WRS Monthly Retirement Remittance Reports* (as well as any supplemental remittance reports) are reconciled by ETF to the participant earnings detail reported by category on:

- Any *Employee Transaction Report* (ET-2533) submitted during the year (see Chapter 8).
- The Annual *Employee Transaction Report* (see Chapter 9).
- Any *Additional Contributions Reports* (ET-2535) submitted during the year (see Chapter 11).

After the final payroll for the calendar year, each employer should reconcile earnings on the *WRS Monthly Remittance Reports* with the *Employee Transactions* detail submitted for the year. Refer to Subchapter 906 for instructions on Annual WRS Reconciliation.

NOTE: This reconciliation must be performed before finalizing the December Remittance Report. This is done to determine the correct amounts remaining to be reported for the final month of the calendar year. The December Remittance Report and remittance must be received at ETF by the designated due date to avoid late interest charges.

If you find the amount paid to the WRS for an employment category is GREATER than the liability for your employees, and all employee transactions are listed, then you may take an advance credit on the December Remittance Report. This should be done by deducting the earnings and contributions from the appropriate category and reducing the total contributions paid on the December Remittance Report. If you find the amount paid to date for an employment category is LESS than the liability created by the annual report of earnings of your employees, then this amount is due on the December Remittance Report for that category and is to be included in the regular December earnings and contributions.

If your reconciliation of earnings on the annual report to earnings reported on the contribution reports results in a contribution amount due or a contribution overpayment and your December contribution report has already been submitted, a supplemental report can be filed at ETF no later than January 31. The supplemental report must include only the amount of the correction needed to balance earnings to contributions for the calendar year. Please contact ETF at (608) 266-2737 for instructions on making these corrections.

See Chapter 9 for further details on Annual Reporting and Reconciliation.